SEPARATIONS
RETIREMENTS

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AGENDA

- End of Active Service **(EAS)**/ End of Current Contract **(ECC)** Separation
- Retirements
- Temporary Early Retirement Authority **(TERA)**
- Deceased Service Member
- Transfers
  - Permanent Change of Station **(PCS)**
  - Inter-unit Transfer **(IUT)**
  - Direct Affiliation Program **(DAP)**
  - Transfer to the Inactive Ready Reserve **(IRR)**
- Conclusion
- Questions

REFERENCES

MCTFSPRIUM
MCO P1900.16F
MCO P1001R.1K
MCO 1741.11C
MCO P1000.6G
MARADMIN 588-12
MARADMIN 364-12
MARADMIN 343-10
PAA 6-11
PAAN 42-11
MMSR

SEPARATIONS

Required Programs:

(Below programs require various forms DD Form 577, SAAR (DD Form 2875) and/or required training certificates)

Unit Diary Management Integrated Personnel System (UDMIPS)
Issued by the I-I/CO/ECO

Marine Corps Total Force System (MCTFS)
Issued by Command TASO

Document Tracking Management System (DTMS)
Issued via I-I/CO

Command Legal Action (CLA)
(Discussed in another brief, but a required program for administration separations)
Issued by MISSO 16/17

Electronic Document Access (EDA)
Issued by MISSO 16/17

SEPARATIONS

End of Active Service (EAS)/ End of Current Contract (ECC) Separation – Occurs when a Marine has reached his EAS/ECC and is released from active duty to the Marine Corps Reserve.

Discharge – Occurs when a Marine has reached his EAS/ECC and/or RECC and has no further affiliation with the Marine Corps Reserve.

Retirement – A Marine has either reached 20 years of active service (active duty and active reserve), 20 satisfactory years (reserve) or approved for early retirements by Headquarters Marine Corps.

EAS/ECC

EAS/ECC

1. Admin recommended to notify member approx 90 days from EAS to determine Marines intent to be released from active duty. The following must be provided to the admin office in order to process the Marine for separation.

a. Separations Data Sheet – This information contains the Marines separation contact information, terminal leave dates, Lump Sum Leave, and dependents information for entitlement purposes.

b. Medical Documentation – Must complete a separation physical to determine if the Marine is medically fit for separation. Due to the Health Insurance Portability and Accountability Act of 1996, the admin office should only obtain official documentation stating Marine is medically fit for separation.

EAS/ECC

c. Transition Assistance Program (TAP) – Provides career/employment assistance, vocational guidance, and transition information to separating Marines and their family members. The tools and information provided enable all separating Marines and their family members to make a successful transition from military to civilian life. TAP class must be completed **within 12 months** of the Marines separation date. The DD Form 2648 is required to return to your units Admin office. Admin must report via unit diary upon completion (TTC 483 000 Event Code TA). The DD Form 2648 must be uploaded into the ESR once posting in MCTFS. ***TAP is requirement for Marines Demobilizing.***

d. Permissive Temporary Additional Duty (PTAD) – Transition PTAD is authorized for Marines being involuntarily separating from active duty if discharged under honorable or general (under honorable conditions) (N/A for reserve Marines completing voluntary or involuntary mobilization orders)

EAS/ECC

1. Approving authority may authorize up to 20 days for CONUS Marines and 30 days for OCONUS Marines.

2. Permissive TAD may be taken in conjunction with terminal leave and run concurrently. Permissive TAD may also be taken in increments as long as the Marine returns to the immediate vicinity of the duty station for at least 24 hours.

3. Permissive TAD orders will include the following statement:

"These orders are issued with the understanding that no expense to the
Government for travel and/or per diem is authorized in their execution. If
you do not desire to execute these orders without expense to the Government
for travel and/or per diem, this authorization is revoked.“.

EAS/ECC

4. Transition PTAD is only authorized in the following circumstances for the purpose of house hunting, job hunting, or other activities to facilitate relocation:

a. Officers or enlisted Marines selected for involuntary separation by Selective Early Release or Retirement Boards (SERBs).

b. Officers non-selected for promotion and released from active duty

c. Enlisted Marines denied further continued service as a result of Enlisted Career Force Controls (ECFC).

d. Officers and enlisted Marines with an approved separation under the Voluntary Separations Incentive (VSI) or Special Select Bonus (SSB)
Programs.

EAS/ECC

e. Leave While Awaiting Separation – Commanders may grant leave up to the extent of accrued leave. Authorized terminal leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. When a Marine is approved for LWAS the Command must ensure all pre-separation requirements are completed prior to separation. Post Deployment Mobilization Respite Absence (PDMRA) is authorized in conjunction with LWAS

-CONUS up to 90 Days (More requires HQMC approval)
-OCONUS up to 60 Days (More requires HQMC approval)
-LWAS is authorized to be taken in conjunction with PTAD/PDMRA

f. Release from Active Duty – Termination of active duty status and transferring the Marine to the Individual Ready Reserve (IRR) or the Selective Marine Corps Reserve (SMCR) for any remaining required reserve obligation service. If the member

EAS/ECC

g. Administrative Audit – An administrative audit of the Marine's Electronic Service Record and Marine Corps Total Force System (MCTFS) is required in order to ensure accuracy of all military data and contact information for the Marine and any required dependents. Send a copy of the required forms to the member's OMPF.

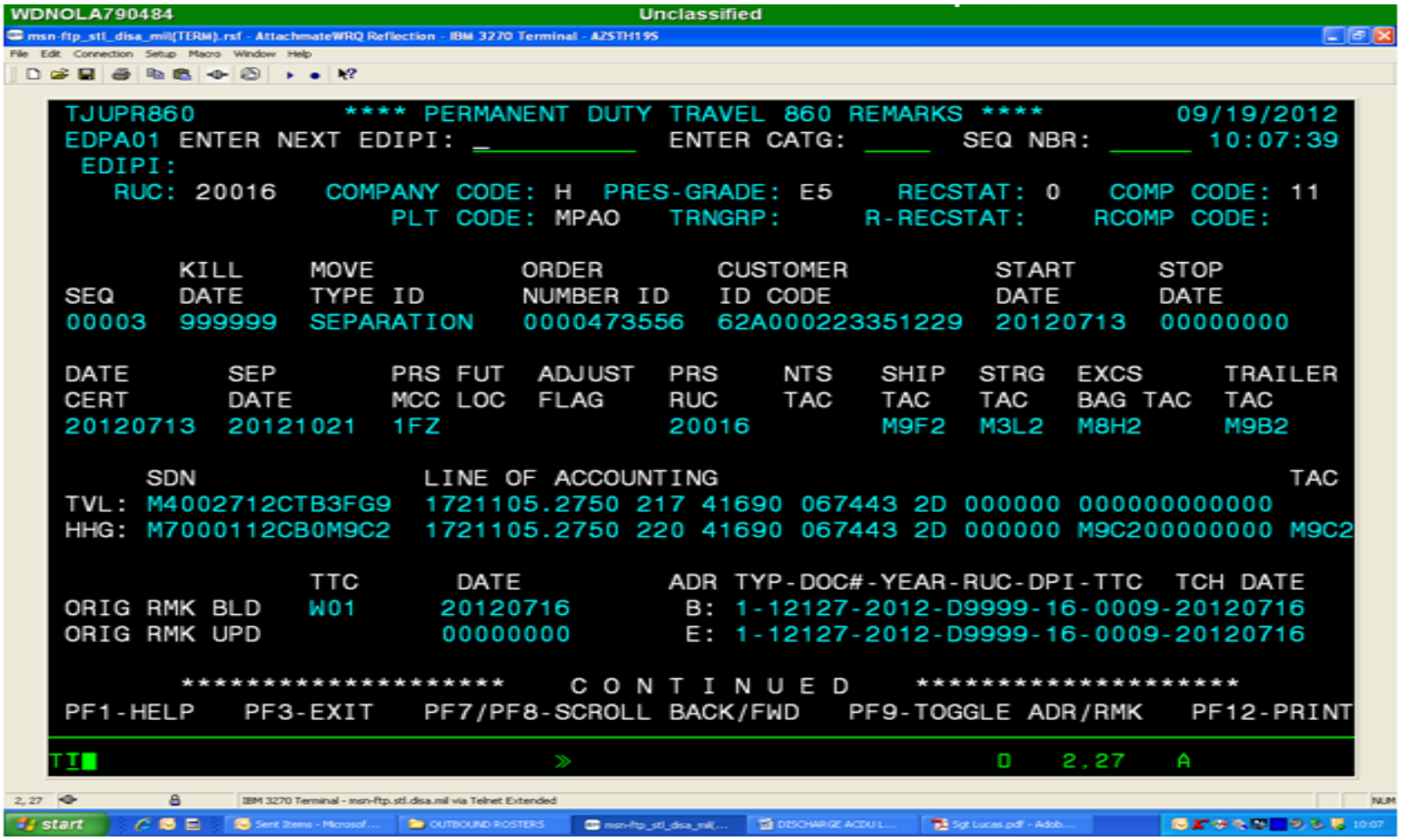
h. DD Form 214/215 – A form designed to provide the Marine Corps, other organizations within the DoD and the member with a record of service while on active duty with the Marine Corps at the time of discharge. This form is now created electronically within DTMS. Send a copy to the member's OMPF.

i. Travel Claim – Must be completed by the Marine within five working days upon arrival at their retirement location for settlement by the finance/disbursing office that services the Marine's last active duty site.

j. NAVMC 11060 – Must be submitted to the finance office no later than one working day after the members drop entry post.

k. D860 Screen in MCTFS 3270 – this screen can be utilized to retrieve the Line of Accounting for TMO and for the release of active duty/discharged orders.

EAS/ECC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msn-ftp_stl_disa_mil(TERM).rsf - AttachmateWRQ Reflection - IBM 3270 Terminal - AZSTH195
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TJUPR860 **** PERMANENT DUTY TRAVEL 860 REMARKS **** 09/19/2012
EDPA01 ENTER NEXT EDIPI: _____ ENTER CATG: ____ SEQ NBR: _____ 10:07:39
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PF1-HELP PF3-EXIT PF7/PF8-SCROLL BACK/FWD PF9-TOGGLE ADR/RMK PF12-PRINT
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IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended
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EAS/ECC

Files: 3 Year Retention

(EAS/ECC "package" recommendation):

1. Check out sheet (Ensure GTCC has a zero ($0.00) dollar balance)
2. Travel Claim w/ Voucher
3. Validation of Fitrep or Pro/Cons completion
4. Release from AcDu Retrieval Diary Entry
5. 11060 w/ History
6. Copy of electronic DD Form 214
7. Screening Date Retrieval Diary Entry
8. Copy of the D860 screen from MCTFS
9. PTAD Orders
10. LWAS Orders
11. Release AcDu Orders
12. TAP (DD Form 2648) Completion w/ Retrieval Diary Entry
13. Validation of Final Physical Completion
14. Separations Data Sheet
15. STR

RETIREMENT

RETIREMENT

1. Member notifies the Command of their official intent to request retirement.

2. Marine must complete “Appendix J” of MCO 1900.16F.

a. Reserve Marines requesting retirement outside the 4-14 months requires the Request Transfer to the Retired Reserve Awaiting Pay at Age 60 form to MMSR-5 OMB Mailbox: (SMB.Manpower.MMSR@usmc.mil) for approval. The form REQUIRES the CO’s signature. Upon receipt and approval, MMSR-5 will report the Request for Retirement.

b. Active Duty/Active Reserve Marines requesting retirement outside the 4-14 months requires the Request for Retirement form to MMSR-2 OMB Mailbox: (SMB.Manpower.MMSR@usmc.mil) for approval. The form REQUIRES the CO’s signature. Once approved MMSR-2 will report the Request for Retirement.

3. Report on unit diary for no earlier than 14 months and no later than 4 months from the requested date .

TTC 773 000 “Req Retirement”
TTC 773 003 “Req Transfer to the Fleet Marine Corps Reserve”
TTC 773 006 “Req Tr to Ret Res Awaiting Age 60” (Reservist <60 Yrs of Age)
TTC 773 007 “Req Tr to Ret Res with Pay” (Reservist 60+ Yrs of Age)
TTC 773 008 “Req Tr to Ret Res Without Pay (Honorary Retirement)

4. HQMC (MMSR) will report “Planned Reenlistment Extension Retirement (PRR)” Date via unit diary with the approved detachment date.

RETIREMENT

5. Separations Data Sheet – This information contains the Marines separation contact information, terminal leave dates, Lump Sum Leave, and dependents information for entitlement purposes.

6. Medical Documentation – Must complete a separation physical to determine if the Marine is medically fit for retirement. Due to the Health Insurance Portability and Accountability Act of 1996, the admin office should only obtain official documentation stating Marine is medically fit for separation.

7. Transition Assistance Program (TAP) – Provides career/employment assistance, vocational guidance, and transition information in order to make a successful transition from military to civilian life. The TAP class must be completed within 24 months of the Marines retirement date. The DD Form 2648 is required to return to your units Admin office. Admin

RETIREMENT

8. Survivors Benefit Plan (SBP) – Member must have initial SBP counseling at 18 years of active service. The SBP provides a monthly income to survivors of retired military personnel upon the member's death when retired pay stops. The **DD Form 2656** must be notarized and submitted to DFAS in London, KY no later than 30 days prior to the approved retirement date. A copy and the MarineNet certificate or NAVMC 118(11) must be on file in the admin office officially counseling the Marine on SBP.

9. Permissive Temporary Additional Duty (PTAD) – Orders approved by the Commander authorizing PTAD for Marines with an approved retirement date.

a. Approving authority may authorize up to 20 days for CONUS Marines and 30 days for OCONUS Marines.

b. Permissive TAD may be taken in conjunction with terminal leave and must run concurrently; however, permissive TAD may also be taken in increments as long as the Marine returns to the immediate vicinity of the duty station for at least

RETIREMENT

10. Leave While Awaiting Separation – Orders approved by the Commander authorizing the Marine leave up to the extent of accrued leave. Authorized terminal leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. When a Marine is approved for LWAS, the Command must ensure all pre-separation requirements are completed prior to separation. Post Deployment Mobilization Respite Absence (PDMRA) is authorized in conjunction with LWAS.

-CONUS up to 90 Days (More requires HQMC approval)
-OCONUS up to 60 Days (More requires HQMC approval)
-LWAS is authorized to be taken in conjunction with PTAD/PDMRA

11. Retirement/Transfer to Fleet Marine Corps Reserve (FMCR) – Orders transferring the Marine to the Retired List or Transfer to the Fleet Marine Corps Reserve (MCO P1900.16F 7-

RETIREMENT

12. Administrative Audit – An administrative audit of the Marine's Service Record Book/Officer Qualification Record and Marine Corps Total Force System (MCTFS) is required in order to ensure accuracy of all military data and contact information for the Marine and any required dependents.

13. DD Form 214/215 – A form designed to provides the Marine Corps, other organizations within the DoD and the member with a record of the Marines active service with the Marine Corps at the time of retirement. This form is now created electronically within DTMS.

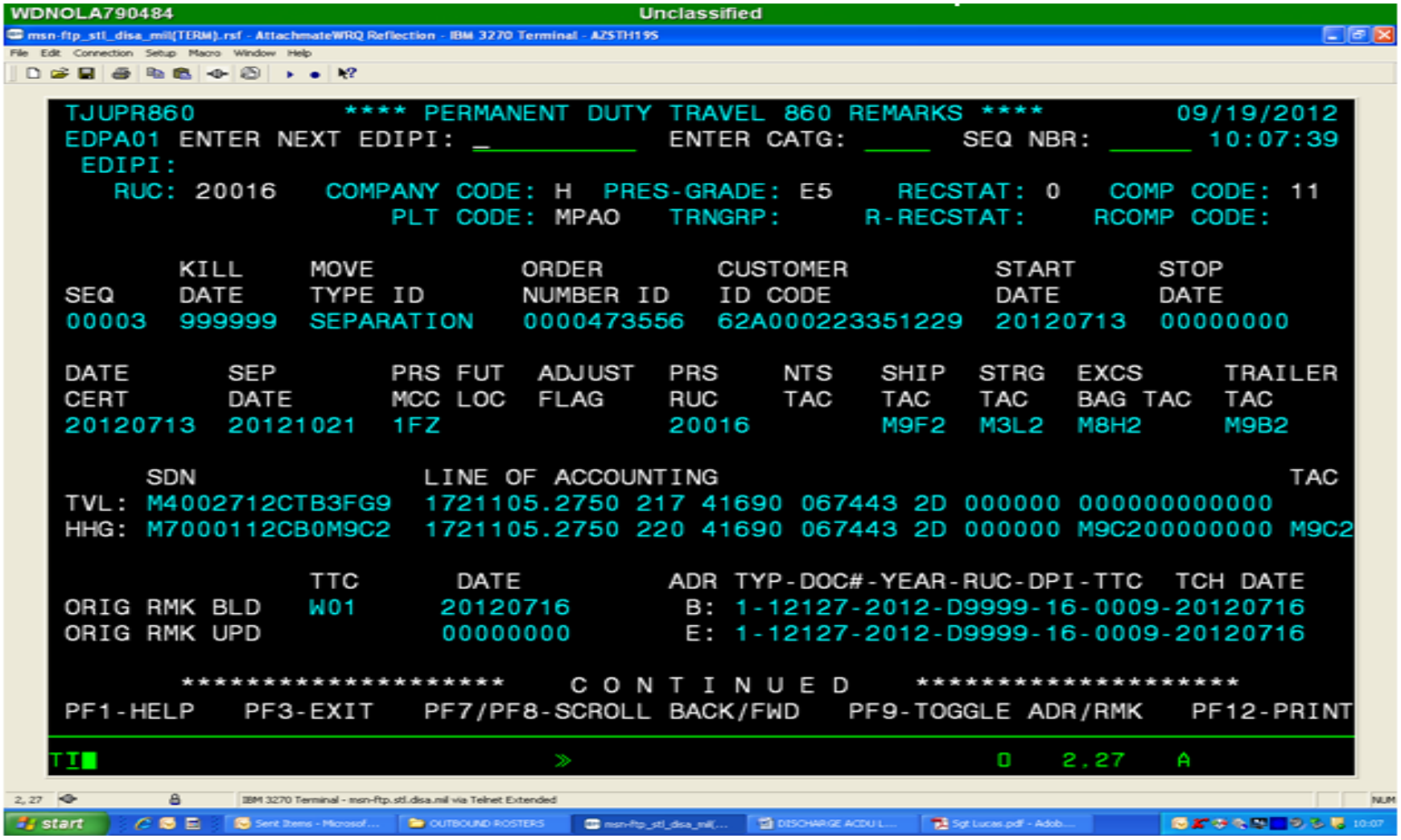
14. Travel Claim – Must be completed by the Marine within five working days upon arrival at their retirement location for settlement by the MARFORRES finance office.

RETIREMENT

15. NAVMC 11060 – Must be submitted to the finance office no later than one working day after the members retirement entry was reported and posted.

16. D860 Screen in MCTFS 3270 – this screen can be utilized to retrieve the Line of Accounting (LOA) for TMO and retirement orders.

RETIREMENT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msn-ftp_stl_disa_mil(TERM).rsf - AttachmateWRQ Reflection - IBM 3270 Terminal - AZSTH19S
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RUC: 20016 COMPANY CODE: H PRES-GRADE: E5 RECSTAT: 0 COMP CODE: 11
PLT CODE: MPAO TRNGRP: R-RECSTAT: RCOMP CODE:
SEQ KILL DATE MOVE TYPE ID ORDER NUMBER ID CUSTOMER ID CODE START DATE STOP DATE
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DATE CERT SEP DATE PRS MCC FUT LOC ADJUST FLAG PRS RUC NTS TAC SHIP TAC STRG TAC EXCS BAG TAC TRAILER TAC
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ORIG RMK UPD 00000000 E: 1-12127-2012-D9999-16-0009-20120716
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PF1-HELP PF3-EXIT PF7/PF8-SCROLL BACK/FWD PF9-TOGGLE ADR/RMK PF12-PRINT
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RETIREMENT

Files: 3 Year Retention

(Retirement “package” recommendation):

1. Check out sheet (Ensure GTCC has a zero ($0.00) dollar balance)
2. Travel Claim w/ Voucher
3. Validation of Fitrep or Pro/Cons completion
4. Release from AcDu Retrieval Diary Entry
5. 11060 w/ History
6. Copy of electronic DD Form 214
7. Screening Date Retrieval Diary Entry
8. Copy of the D860 MCTFS screen
9. PTAD Orders
10. LWAS Orders
11. Retirement/Transfer to the FMCR Orders
12 TAP (DD Form 2648) Completion w/ Retrieval Diary Entry
13. Validation of Final Physical Completion
14. HQMC Approval Retrieval Diary Entry
15. Request for retirement Retrieval Diary Entry
16. Copy of DD Form 2656 (Notarized “if required”)
17. Copy of SBP MarineNet Course Certificate and/or required NAVMC 118 (11)
18. Separations Data Sheet
19. Appendix “J” (Official Retirement Request)
20. STR

TEMPORARY EARLY RETIREMENT AUTHORITY (TERA)

REFERENCES

- MARADMIN 155/14 Officer
- MARADMIN 251/14 Enlisted

- **These MARADMINs cancel on <u>30 SEP 2015</u>**

GENERAL INFORMATION

The TERA program allows for an early retirement at a reduced monthly retirement pay rate to active component unrestricted officers and SNCOs that meet the required criteria with more than 15 and less than 20 years

Only for **Active Duty** (Does not apply to SMCR personnel) Marine Corps Officers and Enlisted at this time.

FY 15 Active Reserve TERA currently not applicable.

ELIGIBILITY

Active component unrestricted Marine Corps Captains, Majors, Lieutenant Colonels and SNCO's in certain Military Occupational Specialties (MOS) are eligible under this program

Captains, Majors and SNCO's who failed selection for promotion to the next rank are eligible to apply for early retirement under this program (Regardless of MOS)

ELIGIBILITY cont.

Marines who requested non-consideration for promotion are ***not*** eligible for TERA.

Marines must meet all retirement eligibility criteria and must reach at least 15 years of active service but less than 20 years of active service by their effective date of retirement.

Marines pending legal action or proceedings, administrative separation, or disability separation or retirement are not eligible for TERA.

ELIGIBILITY cont.

Officers may apply for retirement after completing at least 10 years of active service as a commissioned officer. Title 10, U.S.C., Sections 3991, 6333, 8991 and 1412 provides eligibility to waive the 10 years of commissioned service (YCS) to 8 YCS.

ADDITIONAL INFORMATION

Requests to withdraw, cancel, or modify applications will ***not*** be approved.

Marines retired under TERA are ***not*** entitled to involuntary separations pay (ISP), voluntary separation pay (VSP), special separation benefits (SSB), or voluntary separation incentive (VSI).

The date of retirement under the FY15 TERA must be effective NLT 1 September.

MARADMINs 155/14 and 251/14 may be modified or canceled at anytime before 30 September 2015.

TERA

1. The Marine making the request will submit an AA form via the chain of command to CMC (MMSR-2).

The AA form will contain the following:

(a) A statement that all eligibility criteria in MCO P 1900.16F has been satisfied or a justification for waiver of any service obligation.

(b) A statement verifying that a transition assistance class and final physical will be completed prior to retirement date.

(c) The date of intended retirement.

(d) The planned detachment date.

TERA

2. Marine must complete “Appendix J” of MCO 1900.16F.

3. Verification of approval - TERA requests will be approved through
MCTFS.

Once approved, MMSR-2 will report TTC 775 000 planned SPD of RBE1. This entry will reflect on the RT01 screen in MCTFS.

Note - SECNAV (MRA) maintains final approval authority for all requests

4. Separations Data Sheet – This information contains the Marines separation contact information, terminal leave dates, Lump Sum Leave, and dependents information for entitlement purposes

TERA

5. Medical Documentation – Must complete a separation physical to determine if the Marine is medically fit for retirement. Due to the Health Insurance Portability and Accountability Act of 1996, the admin office should only obtain official documentation stating Marine is medically fit for separation

6. Transition Assistance Program (TAP) – Provides career/employment assistance, vocational guidance, and transition information in order to make a successful transition from military to civilian life. The TAP class must be completed within 24 months of the Marines retirement date. The DD Form 2648 is required to return to your units Admin office. Admin must report via unit diary upon completion (TTC 483 000 Event Code TA)

TERA

7. Survivors Benefit Plan (SBP) – Member must have initial SBP counseling at 18 years of active service. The SBP provides a monthly income to survivors of retired military personnel upon the member's death when retired pay stops. The DD Form 2656 must be notarized and submitted to DFAS in London, KY. A copy and the MarineNet certificate or NAVMC 118(11) must be on file in the admin office officially counseling the Marine on SBP.

8. Permissive Temporary Additional Duty (PTAD) – Orders approved by the Commander authorizing PTAD for Marines with an approved retirement date.

(a) Approving authority may authorize up to 20 days for CONUS Marines and 30 days for OCONUS Marines.

(b) Permissive TAD may be taken in conjunction with terminal leave and must run concurrently; however, permissive TAD may also be taken in increments as long as the Marine returns to the immediate vicinity of the duty station for at least

TERA

9. Leave While Awaiting Separation – Orders approved by the Commander authorizing the Marine leave up to the extent of accrued leave. Authorized terminal leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. When a Marine is approved for LWAS, the Command must ensure all pre-separation requirements are completed prior to separation. Post Deployment Mobilization Respite Absence (PDMRA) is authorized in conjunction with LWAS.

-CONUS up to 90 Days (More requires HQMC approval)
-OCONUS up to 60 Days (More requires HQMC approval)
-LWAS is authorized to be taken in conjunction with PTAD/PDMRA

10. Retirement/Transfer to Fleet Marine Corps Reserve (FMCR) – Orders transferring the Marine to the Retired List or Transfer to the Fleet Marine Corps Reserve (MCO P1900.16F 1-

TERA

11. Administrative Audit – An administrative audit of the Marine's Service Record Book/Officer Qualification Record and Marine Corps Total Force System (MCTFS) is required in order to ensure accuracy of all military data and contact information for the Marine and any required dependents.

12. DD Form 214/215 – A form designed to provides the Marine Corps, other organizations within the DoD and the member with a record of the Marines active service with the Marine Corps at the time of retirement. **The narrative reason of "EARLY RETIREMENT" will be used when preparing the DD Form 214.**

13. Travel Claim – Must be completed by the Marine within five working days upon arrival at their retirement location for settlement by the finance/disbursing office that services the Marine's last active duty site.

TERA

14. NAVMC 11060 – Must be submitted to the finance office no later than one working day after the members retirement entry was reported.

15. D860 Screen in MCTFS 3270 – this screen can be utilized to retrieve the type of orders and Line of Accounting for TMO and retirement orders.

TERA

Files: 3 Year Retention

(Retirement “package” recommendation):

1. Check out sheet (Ensure GTCC has a zero ($0.00) dollar balance)
2. AA Form (TERA Request)
3. Travel Claim w/ Voucher
4. Validation of Fitrep
5. Appropriate Diary Entry
6. 11060 w/ History
7. Copy of DD Form 214
8. Copy of D860 MCTFS Screen
9. PTAD Orders
10. LWAS Orders
11. Retirement/Transfer to the FMCR Orders
12. TAP (DD Form 2648) Completion w/ Retrieval Diary Entry
13. Validation of Final Physical Completion
14. Copy of DD Form 2656 (Notarized “if required”)
15. Copy of SBP MarineNet Course Certificate and/or required NAVMC 118 (11)
16. Separations Data Sheet
17. Appendix “J”
18. STR

DECEASED SERVICE MEMBER

DECEASED SERVICE MEMBER

Members that pass away and are affiliated with the Marine Corps.

Drop Died TTC 928 000

- **Appropriate entitlements are authorized (Pay Arrears, Death Gratuity…etc.)**
- **Privileges are authorized (ID Card, Commissary, Medical…etc.)**
- **Survivor's Benefit Plan is initiated**
- **SGLI Payment authorized**

Retired/Desertion (HHQ Reports UD Entry)
Drop Entry TTC 378 000

- **No entitlements authorized**
- **No privileges authorized**
- **No Survivors Benefit Plan entitlements**
- **No SGLI payment authorized**

- **Contact GTCC HL3 if the member has a balance remaining on their account) .**

- **Acquire a copy of the DD Form 1300 IAW par 40502.c of the APSM as this will assist in the settlement of any remaining PCS/TDY travel claims.**

TRANSFERS

(PERMANENT CHANGE OF STATION (PCS))
(INTER-UNIT TRANSFERS (IUT))
(TRANSFER TO INACTIVE READY RESERVE (IRR))

REFERENCES

MCTFSPRIUM
MCO P1001R.1K
MCO 7220.21E
MCO P1300.8R
MCO 1326.5E
RPAAN 37-12
JFTR

TRANSFERS

Required Programs:

(Below programs require various forms DD Form 577, SAAR (DD Form 2875) and/or required training certificates)

Unit Diary Management Integrated Personnel System (UDMIPS)
Issued by I-I/CO

Marine Corps Total Force System (MCTFS)
Issued by SAAR Form to the Command TASO

Defense Travel Management System (DTMS)
Issued by the I-I/CO

Marine On Line (MOL)
Issued by the I-I/CO/MOL Program Manager

Web Orders
Issued by MISSO 16/17

Electronic Document Access (EDA)
Issued by MISSO 16/17

TRANSFERS

Permanent Change of Station (PCS) – When an active duty Marine receives Web Orders from MMOA/MMEA directing a new duty station that is located outside of reasonable commuting distance from their current duty station or a reservist on 139+ days of active duty training (ADT) or 179+ days of active duty operational support (ADOS)

Permanent Change of Assignment (PCA) – When an active duty Marine receives Web Orders from MMOA/MMEA directing a new duty station within reasonable commuting distance from their current duty station

Direct Affiliation Program (DAP) – The DAP provides transitioning active component Marines a seamless transition into the SMCR with a guaranteed reserve billet prior to reaching their EAS

Inter-Unit Transfer (IUT) – A Marine transfers from one SMCR unit to another

Transfer to the Inactive Ready Reserve (IRR) – Occurs when a Marine is released from active duty or drops from an SMCR unit to the IRR

Mandatory Participant – A Marine who has a Military Service Obligation (MSO) acquired under the provisions of Federal law

Non-Mandatory Participant – A reservist who has completed the MSO

PCS

PCS ORDERS

1. HQMC (MMEA/MMOA for AcDu/RAM-2 for AR) initiates members their orders within the Web Orders program in MOL.

2. The member's current Unit must receive (within 3 business days of receipt in Web Orders), acknowledge (within 3 business days of receipt of orders) and endorse the orders within the Web Orders program.

3. Ensure member is aware of PCS orders. Web Orders from MMOA/MMEA are located in Marine OnLine

4. Ensure the member in receipt of orders has the required obligated length of service. If member does not have sufficient obligated service to comply with the PCSO and will not reenlist/extend, DO NOT DETACH the member. Notify (MMEA for AcDu/RAM-2 for AR) via naval message with in 45 DAYS of the estimated date of departure. If the member is active duty, the member will remain on station until the members EAS. If the Marine is in the AR Program and career designated, the Marine will remain on station until the initial report date of the PCS orders. If the Marine is not career designated, the Marine will remain on station until the members EAS.

5. Member must complete a PCS data sheet to identify proper entitlements and allowances for PCS
destination and/or Dependents relocation.

6. Complete Original PCS order endorsement and ensure Dependents information, Travel, Proceed (OCONUS to CONUS), Delay and PDMRA are annotated correctly

PCS ORDERS

8. Conduct record audit and complete detaching endorsement.

9. Coordinate with new Command for the following (as required):
   a. Government Travel Charge Card
   b. Defense Travel System
   c. Limited Duty Coordinator

10. Ensure the Command has procedures in for the Web Orders process to include overseas separation (W95) orders.

11. Detaching Command's will establish a system to ensure Marines receive PCS orders commensurate with their rotation tour date (RTD). A naval message reporting all Marines not in receipt of PCS orders within 60 days from their RTD will be submitted to the CMC (MMEA, MMOA or RA), as appropriate. The message will include name, grade, SSN/MOS, EAS and home of record or dependents location, as appropriate. When annotating the home of record and/or the geo location code ensure location codes are utilized from the MCTFSPRIUM and ACTS manuals. Commands will not submit a request for the status of those individuals until at least 15 days after submission of the initial message

PCS ALLOWANCES AND ENTITLEMENTS

Mileage Allowance in Lieu of Transportation (MALT) – DD Form 1351-2

http://www.defensetravel.dod.mil/site/otherratesMile.cfm

- Based on the Ordered distance from the Defense Table of Official Distances (DTOD) from Old to New PDS (Zip code to Zip Code)

- $0.23 per mile per POV (One POV automatically authorized) (Two POVs if a Depn is of legal driving age) (Three POVS thru secretarial process)

- Flat per diem for member $123.00 ($77 Lodging $46 Meals)

- Depn O/12 rate 75% of Members Per Diem, Depns U/12 rate 50% of Member's Per Diem

- Block 13 of 1351-2 MUST be filled out correctly to rate dependent entitlements (Actual Depn Residence when Web Orders were Issued)

PCS ALLOWANCES AND ENTITLEMENTS

Dislocation Allowance (DLA) – DD Form 1351-2

- DLA With Dependents must relocate dependents ICW PCS Orders.

- DLA Without Dependents must not be assigned to govt type qtrs and establish a residence at New PDS.

Temporary Lodging Expense (TLE) – DD Form 1351-2.

- Maximum of 10 days reimbursement.

- Must be in the vicinity (Local commuting distance) of Old/New PDS.

- Allowance is reimbursed on percentage of locality based on number of occupants (Mbr/Depn Only = 65%, Mbr+1 Depn/2 Depns = 100%, Over 12 = additional 35%, U/12 = additional 25%).

PCS ALLOWANCES AND ENTITLEMENTS (OCONUS)

OCONUS/Transoceanic Travel – DD Form 1351-2

- If not utilizing govt travel must be authorized "Circuitous Travel" prior to using Commercial Transportation

- 2nd Leg of travel starts at Aerial Port of Embarkation (APOE) must be listed on the 1351-2 Itinerary

- Rates authorized VPC Location, Choice to pick-up vehicle either ICW with PCS, or after reporting to new PDS

Temporary Lodging Allowance (TLA) – DD Form 1351-2

- Maximum of 3 days (Extension may be approved to 60 days) reimbursement and must be in the vicinity (Local commuting distance) of OCONUS PDS (Extension approved by Base Commander)

- Allowance is reimbursed on percentage of locality based on number of occupants (Mbr/Depn Only = 65%, Mbr+1 Depn/2 Depns = 100%, Over 12 = additional 35%, U/12 = additional 25%)

PCS ALLOWANCES AND ENTITLEMENTS

Advance Pay – NAVMC 11116

- Assist with out-of-pocket expenses that exceed or precede reimbursements incurred during a PCS move which are not typical of day-to-day military living.

- Normal parameters: 1-month's basic pay, less deductions; a 12-month repayment; and receipt of advance pay 30 days before departure to 60 days after arrival and a minimum of one year at the duty station.

- Commanding officer's written authorization is required on all requests outside the normal parameters (i.e., requests for advance pay from Marines in the grades of lance corporal and below, requests for extended repayment, requests for more than 1-month's advance pay, and requests for payment outside the eligibility window).

- Marine requesting outside of normal parameters must provide a list of actual expenses to justify requested amount of advance pay.

PCS ALLOWANCES AND ENTITLEMENTS

Advance Basic Allowance for Housing (BAH) – NAVMC 11116

- Authorized to assist member PCS'ing to pay 1st month rent and security deposit

- Cannot exceed 3 months of PDS BAH rate

- Must have a signed lease agreement or renter's "Intent to Move" letter from the landlord

- Authorized maximum repayment period is 24 months

- Must be requested within 30 days after expense has occurred

-If member departs out of the location to another location, the advance will be checked

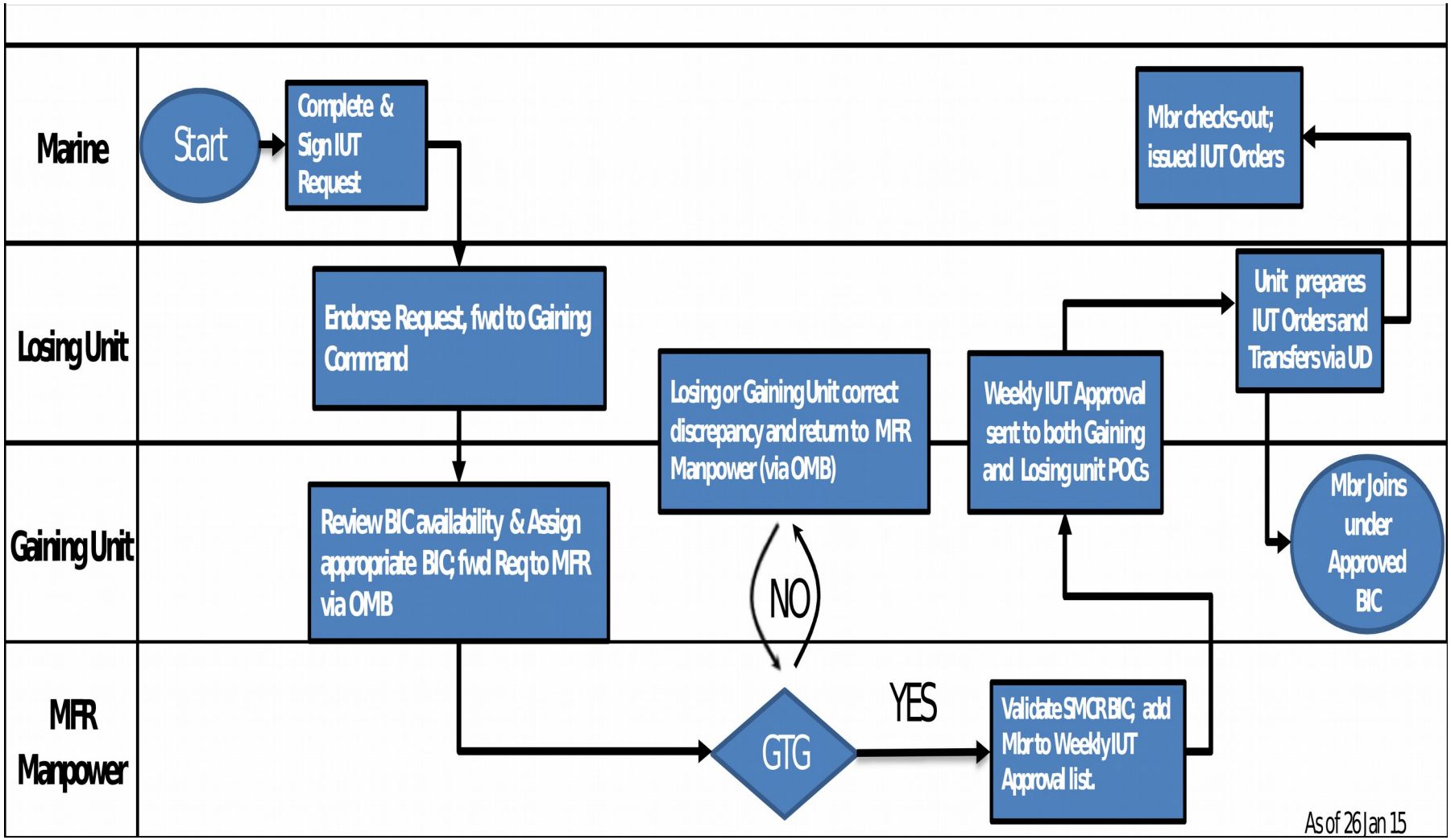
PCS ORDERS

Files: 3 Year Retention

(PCS “package” recommendation):

1. Check out sheet (Ensure GTCC has a zero ($0.00) dollar balance).
2. Validation of Fitrep or Pro/Cons completion.
3. Transfer Retrieval Diary Entry .
4. Copy of D860 MCTFS Screen.
5. Web Orders.
6. PCS Orders.
7. Detaching Endorsement.
8. Validation Gaining Command contacted (GTCC/DTS/LimDu).
9. Screening Date Retrieval Diary Entry.
10. Screening Checklists (If required).
11. Advance/Entitlement Documents w/Vouchers/History Statements.
12. PCS Data Sheet.
13. Hand deliver to member or mail Medical/Dental records to gaining Command.

INTER-UNIT TRANSFER


Marine
Losing Unit
Gaining Unit
MFR Manpower
Start
Complete & Sign IUT Request
Endorse Request, fwd to Gaining Command
Review BIC availability & Assign appropriate BIC; fwd Req to MFR via OMB
Losing or Gaining Unit correct discrepancy and return to MFR Manpower (via OMB)
NO
GTG
YES
Validate SMCR BIC; add Mbr to Weekly IUT Approval list.
Weekly IUT Approval sent to both Gaining and Losing unit POCs
Unit prepares IUT Orders and Transfers via UD
Mbr checks-out; issued IUT Orders
Mbr Joins under Approved BIC
As of 26 Jan 15

INTER-UNIT TRANSFER

Mandatory Participant

1. Member must be in a satisfactory drilling status with no unauthorized absences (UA) within the last 12 months. Equivalent Duty Period (EDPs) can be scheduled to be completed at their parent Command or gaining command, with the gaining Command's prior approval).

2. If a Marine moves outside of the reasonable commuting distance of their current unit, the Marine is allowed to join a new unit within reasonable commuting distance regardless of rank, MOS, or BIC requirements. If the member remains with their current unit, the member must sign the required 100-mile distance waiver.

3. If a mandatory participant is not MOS qualified for a billet of the gaining unit, the unit CO/OIC will submit a request to COMMARFORRES (G-3T) or appropriate MSC to have the Marine trained in an MOS required for the unit (required within 2 years)

4. Ensure GTCC has a zero ($0.00) dollar balance.

INTER-UNIT TRANSFER

Mandatory Participant

5. A reservist whose transfer precludes attendance at the regularly scheduled AT period of either the transferring or gaining unit will schedule an alternate period of AT upon joining the new unit.

6. When more than one SMCR unit is within reasonable commuting distance, the Marine will join the unit for which the Marine is most closely MOS qualified.

7. A mandatory participant is not authorized to transfer to the IRR prior to the Mandatory Drill Participation Stop Date without COMMARFORRES approval. Mandatory participants still have an obligation under their Military Service Obligation (MSO) and may be subject to involuntary separation.

INTER-UNIT TRANSFER

Non-Mandatory Participant

1. Non-mandatory participants may transfer to another SMCR unit provided they meet basic prerequisites for reenlistment, unit MOS requirements, gaining Command's recommendation and COMMARFORRES approval for the transfer.

2. The member must not have any UA's within the last 12 months.

3. Marines who are in a Temporary Not Physically Qualified (TNPQ)/Not Physically Qualified (NPQ) status or in receipt of Notice of Eligibility (NOE) benefits who relocate to accept civilian employment or for educational reasons may execute an inter-unit transfer provided the gaining Command approves the transfer.

INTER-UNIT TRANSFER

Failure To Report

Upon the effective date of the Inter-Unit Transfer, if the Marine does not physically report as directed, the CO/OIC/I-I of the gaining unit will contact the transferring unit and attempt to locate the Marine. If the Marine cannot be located within 15 days of the transfer date and the orders are not modified or cancelled, the gaining Command will initiate the join via unit diary and then transfer the Marine back to the former Command at least one day after the date of the join. The former unit will take appropriate administrative action.

INTER-UNIT TRANSFER

Required Documentation/Actions

1. Check Out Sheet (Ensure GTCC has a zero ($0.00) dollar balance)
2. Request from Marine initiating the Inter-Unit Transfer
3. Bonus Recoupment Counseling (If Required)
4. Command endorsements
5. Marine Forces Reserve Approval/disapproval endorsement
6. Verification completion of Fit/Rep or Pro/Cons
7. Upon Approval, (Obligors mandate approval, non-obligors at discretion of the gaining Command) Inter-Unit Transfer Orders
8. Report the transfer via unit diary (Retrieval Diary Entry)
9. Hand deliver to member or mail Medical/Dental records to gaining Command

DIRECT AFFILIATION PROGRAM

DIRECT AFFILIATION PROGRAM

MARADMIN 419/13

1. Member must contact units Career Planner

2. Career Planner will coordinate with HQMC, M&RA, Continuation and Transition (RCT) Branch

3. Career Planner will submit a package to RCT Branch via TFRS. Package will include:
(No earlier than 120 days and no later than 30 days prior to the members EAS)

a. Enlisted:
(1) Completed AC to RC reenlistment request form (NAVMC 11537A)
****Block 36 must annotate BIC#, Unit Name, and location****
(2) Completed Sponsorship request form (NAVMC 11799)
(3) Required attachments per TFRS Message R1444
(4) Requested Open Billet Identification Code (BIC)
(5) Applicable documentation for any current fiscal year affiliation bonus, request retrain or reserve
Composite Score points bonus
(Incentives or retraining may require addition contractual obligation time)
(Approved Marines will receive a TFRS reenlistment with the required time)

b. Officer: (Company Grade Officer Early Out Program, the application must be submitted in accordance with
the applicable MARADMIN).
(1) AA Form with requested BIC and RUC annotated.
(2) Battalion or Squadron Level Commanding Officer endorsement letter.
(3) Applicable documentation pertaining for any current fiscal year affiliation

DIRECT AFFILIATION PROGRAM

4. RCT Branch will validate the requested BIC, screen Marine for suitability and approve.

5. Approved DAP applications will be returned to the Career Planner via TFRS and will include:

a. Assignment Orders.
b. Assigned Sponsor letter.
c. If applicable, any retraining school dates and affiliation bonus information.

6. The Marine must acknowledge receipt by signing the TFRS RELM .
(accept incentive or school seat for training)

7. The Career Planner will return the signed TFRS Authority and required documents to RCT
Branch via TFRS.

8. RCT Branch will report the designated reserve BIC and Future MCC.

9. Active Duty Command must report the Seamless Transition entry (TTC 378 008) on the
Marine's EAS.

10. Gaining Reserve Unit will report (TTC 020 145)
(Effective Date is the date after the Marines EAS)
(The gaining unit will complete New Join process and schedule IDTs within DMM as required)

TRANSFER TO INACTIVE READY RESERVE (IRR)

TRANSFER TO IRR

Mandatory Participants

1. Mandatory participants will be retained in an SMCR unit for the duration of the participation requirements contained in their contracts; however, Marines with remaining IDT obligation may be transferred to the IRR upon written request from the member via the chain of command to COMMARFORRES. Some of the more common reasons are:

a. Excessive commuting distance.
b. Foreign travel/residency in excess of 60 days.
c. Civilian employment training.
d. Education conflict.

Note: There is still a need to fulfill the six year contract therefore the mandatory drill stop date will be adjusted.

TRANSFER TO IRR

Mandatory Participants

2. Obligor Marines will include a required paragraph per MCO P1001R.1K:

"As a mandatory participant you must reenlist/extend in the Marine Corps Reserve for a total period of (years/months) .....If allowed to transfer to the IRR
for the duration of your contract you will immediately notify the CG, MCIRSA of any changes in your status which will allow you to resume your drilling obligation."

3. Obligor Marines who move back into a reasonable commuting distance of a reserve unit and does not have enough time on their contract must submit a reenlistment/extension request to full fill their remaining obligation per their initial contract. Upon approval of the extension or reenlistment from CMC (RA), MARFORRES (G-1 Manpower) will adjust the Mandatory Drill Participation Stop Date (MDPSD) via unit

TRANSFER TO IRR

Non-Mandatory Participants

1. Voluntary Transfer - COs/OICs may transfer SMCR participants not having an IDT obligation from the SMCR to the IRR upon request of the individual.

2. Involuntary Transfer - SMCR Unit Members. In no case will an SMCR Marine be involuntarily transferred to the IRR without COMMARFORRES (Officers require HQMC Reserve Affairs) approval. COMMARFORRES may involuntarily transfer an enlisted Marine from the SMCR to the IRR upon:

a. Completing prescribed tour length or any authorized extensions.

b. Failing to become MOS qualified within 180 days of joining the unit, unless waived by COMMARFORRES.

TRANSFER TO IRR

Non-Mandatory Participants

c. Exceeding billet grade as the result of promotion.

d. Performing in an unacceptable manner. In cases where the Marine shows no potential for mobilization, the commander should consider processing the Marine for administrative separation vice involuntarily transferring to the IRR.

e. Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist.

TRANSFER TO IRR

Required Documentation/Actions

1. Check Out Sheet (GTCC must have a zero ($0.00) dollar balance)

***GTCC's with a balance will not be pulled into MCIRSA's hierarchy

2. Request from Marine initiating the Transfer to the IRR
3. Bonus Recoupment Counseling (If Required)
4. Current Command endorsement
5. Verification completion of Fit/Rep or Pro/Cons
6. Transfer to the IRR Orders
7. Report the transfer via unit diary (Retrieval Diary Entry)
8. STR

CONCLUSION

Topics covered during this presentation involved EAS/ECC, Retirements, TERA, deceased service member, transfers, PCS, IUT, DAP and IRR.

Questions?